



MINUTEMAN INFORMER
JULY – SEPTEMBER 2002



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HUMAN RESOURCE OFFICE

Director	COL Shawn Keyes	562-0852
Admin Suppt Asst.	SPC Nellisha McLeary	562-0851
Labor Relations Officer	CW2 Mickey McGuire	562-0857
State EEO Manager	Vacant	562-0856
EEO Specialist	MSgt Kathey McCready	562-0854
AGR Manager	LTC Nicholas Chimienti	562-0882
AGR Staffing Specialist	Sharon Marrazzo	562-0860
Staffing Specialist	CW2 Michele Thomas	562-0872
Staffing Assistant	Colleen Joseph	562-0871
Senior Personnel NCO	MSG Daniel Balderose	562-0863
Personnel Technician	Vacant	562-0861
Personnel Mmgt Specialist	SFC Joyce Locklear	562-0878
Personnel Mmgt Specialist	Lorraine Jamison	562-0877
Personnel Services Mgr.	MAJ Daniel Mahon	562-0853
Employee Develop Spec	1LT Devon Hanson	562-0874
Classification Specialist	CPT Paul Rumberger	562-0873
Classification Assistant	SSgt Barbara Alcott	562-0870
Classification Assistant	SSgt Diane Hess	562-0889
Employee Relations Spec	SMSgt Kathy Christian	562-0881
Personnel Assistant	SPC Vanessa Platt	562-0867
Personnel Assistant	PFC Tawasha Vann	562-0866
Personnel Assistant	SPC Nicole Latham	562-0887
Personnel Assistant	PFC Elizabeth Obuobisa	562-0864
Health Services, NCOIC	SSG Josephine Grey	562-0865
Health Services, NCO	SGT Michelle Rizzo	562-0876
Health System Specialist	SrA Jacquelyn Bertrand	562-0858

Standard Day Off CY2003

January 06	April 14	July 07	October 06
January 21	April 28	July 22	October 20
February 03	May 12	August 04	November 10
February 17	May 27	August 18	November 24
March 03		September 02	
March 17	June 09	September 15	December 08
March 31	June 23	September 29	December 22

2003 FEDERAL HOLIDAYS

DATE	HOLIDAY	DATE	HOLIDAY
01 JAN 03	NEW YEARS DAY	01 SEP 03	LABOR DAY
20 JAN 03	MARTIN LUTHUR KING'S BIRTHDAY	13 OCT 03	COLUMBUS DAY
19 FEB 03	PRESIDENTS DAY	12 NOV 03	VETERAN'S DAY
26 MAY 03	MEMORIAL DAY	28 NOV 03	THANKSGIVING DAY
04 JUL 03	INDEPENDENCE DAY	25 DEC 03	CHRISTMAS DAY



HUMAN RESOURCES OFFICER

SHAWN P. KEYES
COL, GS, NJARNG
Assistant Chief of Staff, J1
(609) 562-0852

My direction to the HRO staff is that we are a “Service Organization.” By that I mean that our only reason for having jobs is to service the Full Time Force’s needs. If we do not do that, then we shouldn’t be here. The people that work here want to be here, and want to do a great job for you. Let me know how we can service you better. My email address is Shawn.Keyes@nj.ngb.army.mil. Tell me how we are doing and how to improve our services. We’ll try, believe me we’ll try!

In my short stint here the biggest problem has been technician job applications. I know all my predecessors have addressed this, but I too will attempt it. Number one, the people in staffing do not know what each and every job PD is. They are not familiar with you. They don’t know your experience, your job, your MOS or AFSC. In order for you to make the selection register you must tell them everything about yourself that qualifies or makes you best qualified for that job. Read the Vacancy Announcement (VA), address the Knowledge, Skills and Abilities, and do a complete packet. I highly recommend that you have a supervisor review it before sending it to HRO, if you would like us to review it, we will. It must be here before COB of the date on the VA. I recommend it get here sooner, don’t wait, anything can happen and it sometimes does.

(HRO cont.)

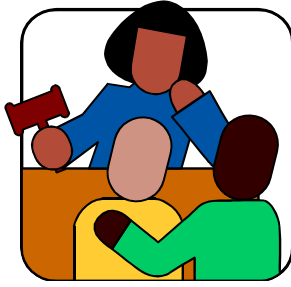


We have some recent changes to the office.

1. MAJ Bruce Protesto left the Classification section for a job in the Joint Operation Center as the Partnership for Peace Technician. He will be replaced by CPT Paul Rumberger.
2. MAJ Evelyn Torres is leaving EEO for Pensacola, FL to take the same job there. We are advertising that position.
3. LTC Edward Benish retired as the AGR manager and LTC Nicholas Chimienti replaced him.
4. LTC Mark Tucci retired as the SPMS and MAJ Daniel Mahon took his place.

We wish all who left the “Best of Luck” in your new life and to all the newbies, work hard and treat others as you wish to be treated!





EQUAL EMPLOYMENT OPPORTUNITY

MAJ Evelyn Torres

The U.S. Equal Employment Opportunity Commission

Facts About National Origin Discrimination

[Title VII of the Civil Rights Act of 1964](#) protects individuals against employment discrimination on the basis of national origin as well as race, color, religion and sex.

It is unlawful to discriminate against any employee or applicant because of the individual's national origin. No one can be denied equal employment opportunity because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group. Equal employment opportunity cannot be denied because of marriage or association with persons of a national origin group; membership or association with specific ethnic promotion groups; attendance or participation in schools, churches, temples or mosques generally associated with a national origin group; or a surname associated with a national origin group.

SPEAK-ENGLISH-ONLY RULE

A rule requiring employees to speak only English at all times on the job may violate Title VII, unless an employer shows it is necessary for conducting business. If an employer believes the English-only rule is critical for business purposes, employees have to be told when they must speak English and the consequences for violating the rule. Any negative employment decision based on breaking the English-only rule will be considered evidence of discrimination if the employer did not tell employees of the rule.

ACCENT

An employer must show a legitimate nondiscriminatory reason for the denial of employment opportunity because of an individual's accent or manner of speaking. Investigations will focus on the qualifications of the person and whether his or her accent or manner of speaking had a detrimental effect on job performance. Requiring employees or applicants to be fluent in English may violate Title VII if the rule is adopted to exclude individuals of a particular national origin and is not related to job performance.

(Equal Opportunity cont.)

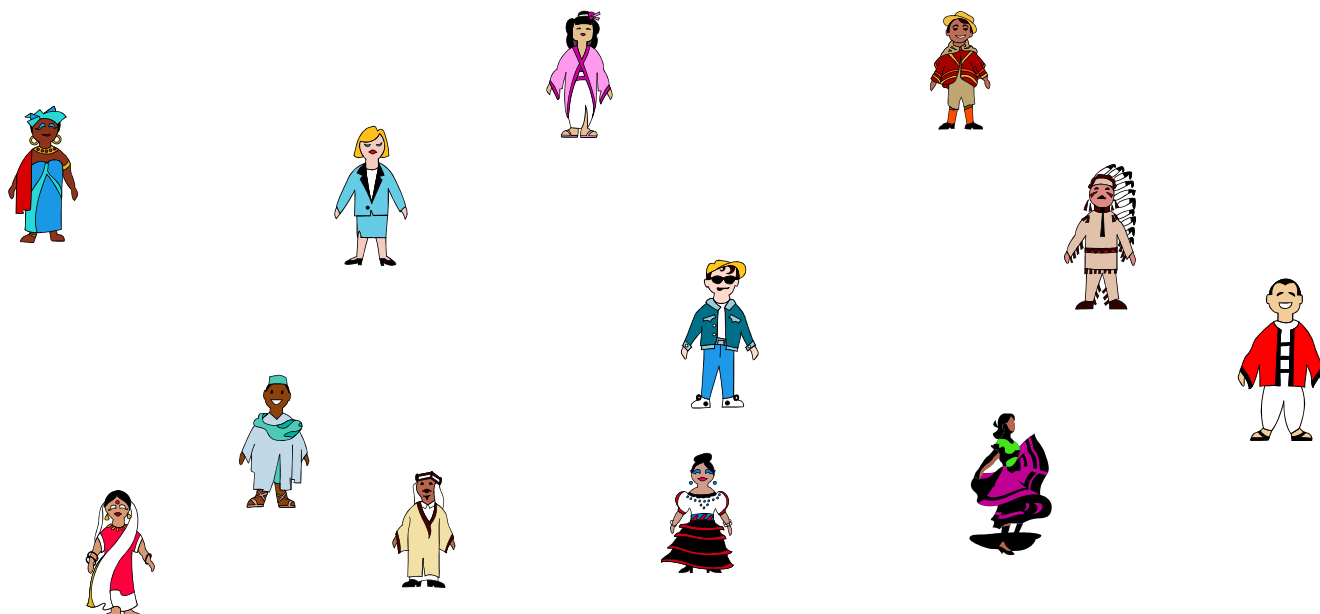
HARASSMENT

Harassment on the basis of national origin is a violation of Title VII. An ethnic slur or other verbal or physical conduct because of an individual's nationality constitute harassment if they create an intimidating, hostile or offensive working environment, unreasonably interfere with work performance or negatively affect an individual's employment opportunities.

Employers have a responsibility to maintain a workplace free of national origin harassment. Employers may be responsible for any on-the-job harassment by their agents and supervisory employees; regardless of whether the acts were authorized or specifically forbidden by the employer. Under certain circumstances, an employer may be responsible for the acts of non-employees who harass their employees at work.

IMMIGRATION-RELATED PRACTICES WHICH MAY BE DISCRIMINATORY

The Immigration Reform and Control Act of 1986 (IRCA) requires employers to prove all employees hired after November 6, 1986, are legally authorized to work in the United States. IRCA also prohibits discrimination based on national origin or citizenship. An employer who singles out individuals of a particular national origin or individuals who appear to be foreign to provide employment verification may have violated both IRCA and Title VII. Employers who impose citizenship requirements or give preference to U.S. citizens in hiring or employment opportunities may have violated IRCA, unless these are legal or contractual requirements for particular jobs. Employers also may have violated Title VII if a requirement or preference has the purpose or effect of discriminating against individuals of a particular national origin.



EQUAL EMPLOYMENT OPPORTUNITY

MSgt Kathey McCready
562-0854



Fall 2002 Combined Federal Campaign (CFC)

The CFC provides each of us with an annual opportunity to voluntarily help others and ourselves by donating to community, National and International level human, health and environmental organizations. This year, over 3,000 human and health service organizations are listed in the CFC Catalog. There is certainly at least one cause deserving consideration for your personal contribution.

Contributions may be made via payroll deductions each year or by check. In selecting the payroll deduction option, you will be able to optimize the size of your contribution, as well as more easily manage incremental deductions from your hard-earned pay evenly across the year.

Over the years our Department has been most successful in its endeavors because of your personal generosity and concern. Therefore, we urge every employee to wholeheartedly support this worthy cause. Coffee mugs will be given to the first 72 people to make a contribution.

See your organization's CFC Coordinator for campaign booklets and forms, or call MSgt Kathey McCready at 609-562-0854 for more information, and.....

"Catch the Spirit"



Appraisals & Awards

By SPC Vanessa L. Platt, 562-0867

Congratulations on the following individuals with their years in Service Awards:

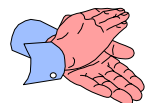
ARMY

5 years in Service

Michael Boyce
Darold Brooks
Robert K. Bryan
Michael Cantwell III
Gerald Cole
Danielle Corbin
Joseph A. Dellavella
Joseph J. Emma
Charles Fisher
Ramon Gonzalez
Jeffrey W. Joffredo
Richard T. Karcher
Manish N. Karnik
Donald R. Lewis
Joseph T. McGrath
Jeffery B. Mott
Anthony Murro
Roberta Neidt
Christine O'Brien
John Olivo
Asher C. Rasely
Theodore S. Rogers
John W. Scannell
Susan M. Schamber
Michele Thomas
John C. Yaprem

AIR FORCE

Somkiat Cholvanich
Scott R. Daniels
Shakeyna L. Evans
Daniel T. Grimes II
Jason R. Halvorsen
Matthew J. Johnson
Paul J. Kiendel
Joseph W. Leonard
John J. Malayter
Elijah J. Mesfin
David M. Munn
Rodger C. Neumann
Charles R. Pierce
Jeffrey K. Ragsdale
Jason F. Self
Dominick A. Siciliano
Janal D. Thomas





(Awards & Appraisals cont.)

ARMY

10 years in Service

Opal K. Bresley
Scott A. Cook
Shaun S. Farrell
Paul R. Fritz
Jacqueline Furda
John J. Harvey
Kathleen M. Hines
Ronald E. Hudrick
Wilfred K. Kapule
Faith A. Pierson
David D. Porter
John S. Siri

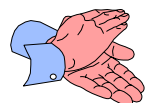
15 years in Service

Dominick J. Cappetti
Thomas G. Comyack
Michael T. Delaney
Cornell Walters El
Thresta L. Gormley
Douglas L. Hartley
Cesar E. Irizarry
Raymond C. Kindt
Alfred H. Lamiotte
James Livak
Jose D. Maldonado
James Mannino
Judie Marranco
Sharon Marrazzo
Jorge J. Martinez
Terrance R. McKeller
Guy R. McKelvey
Gregory S. Mohacsi
Mary Petrangeli
Vincent S. Ristagno
Lucy B. Rogle
Eligio C. Roman
Stephen Slashinski
Darryl K. Smith
Alice M. Vannozzi

AIR FORCE

Robert J. Kaminsky Sr.
Daniel R. Knapp
Thomas M. Parker Jr.
Francis C. Pullano
Joseph J. Stewart
Sheila A. Thompson
Alexander Trombetta
Francis H. Williams
David Vasquez

Wayne Baggstrom
Sherry P. Baker
Frank W. Beck
Deanne M. Coorough
Keith A. Dobbins
Carl P. Finch
Gerald Leone
William B. McCarthy
Larry E. Pearlman
Juan F. Prietocordero
William K. Reinert
Michael E. Rodgers
Dennis J. Siciliano
John T. Shiner
David L. Susen
James J. Vanwickle
Arthur A. Vitale





(Awards & Appraisals cont.)

ARMY

20 years in Service

Joseph P. Cintineo
Gary D. Haddican
Richard J. Heller
Florian P. Joworski
Joyce Locklear
Denise K. McCleary
Franklin L. Money
Richard J. Monus
Margaret V. Petrangeli
George L. Thomas
Terry E. Young

25 years in Service

Michael F. Aquilino
Melvin K. Brown
Peter A. Delia
Harry S. Johnson
Joanne M. Miller
Scott A. Wombacher

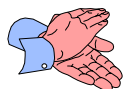
30 years in Service

Evella L. Dawson
Richard W. Fox
George P. Frank
Joseph M. Nowacki
Ernest F. Rose
Buford D. Tann

AIR FORCE

Jeffery T. Bennett
David Brown
Toni Y. Caceres
James P. Camillo
Robert J. Carter Jr
Ariano Collazo
John A. Early
Gerald E. Fox
George B. Grand
Guy S. Harris Jr.
Carl B. Howard
John P. Jones
Sandra K. Kaminsky
William J. Loder
Howie D. Mack
John R. Mannering Jr
Kirby A. Rohm
Jennifer A. Stokes
Wayne L. Thomas
Michael T. Wachter

William L. Bird
Eugene R. Chojnacki
Ralph A. Gras III
Paul M. Gunning
James D. Johnson
Joseph C. Lauria





(Awards & Appraisals cont.)

ARMY

35 years in Service

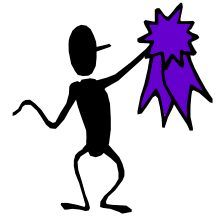
Peter Becher
Larry S. Stroud

40 years in Service

Russell J. Fenton
Earl F. Zimmerman

AIR FORCE

James H. Botta
Richard P. Dzurinko
Frank B. Groeber
Ronald G. Howe
Barry M. Johnson
Ronald J. Saathoff



(Awards & Appraisals cont.)



1. In accordance with TPR 430 and the policies of the New Jersey Department of Military and Veterans Affairs, when a technician's performance falls below satisfactory, appropriate action must be taken. Supervisors should monitor job performance on a periodic basis and technicians should be informed in writing as soon as it is determined that their performance is less than unacceptable.
2. This should be accomplished at least 90 days prior to the annual appraisal. At a minimum, the notification must contain the following:
 - a. Explain in detail specific instances of performance deficiencies on each critical job element and what action was taken to assist him in improving his performance.
 - b. Explain what steps will be taken in an attempt to improve the performance deficiencies, i.e., additional training, increased supervisory assistance, etc.
 - c. Offer assistance under the Performance Improvement Program (PIP), TPR 430, Chapter 4.
 - d. Provide for a reasonable amount of time for the technician to improve the performance deficiencies, and the type of personnel action that may be taken, i.e., reduction in grade, removal, denial of a within grade increase, etc. If the individual's performance does not improve during the improvement period, a reasonable amount of time is defined as not less than 30 days.
3. At the end of the improvement period, you are to submit another performance rating. If the technician's performance improves to the meets standards level, no further action is required. If the technician's performance does not improve during the improvement period, remedial action i.e., denial of within grade increase will be taken. The technician will be informed in writing of the action to be taken.
4. A copy of the written notification to the technician must be furnished to the HRO.
5. If the technician's performance falls to unacceptable at the end of the improvement period, remedial action including a reduction in grade, removal or reassignment action is warranted. Should this occur, contact the HRO, Employee Relations Section, (609) 562-0881 for further instructions.



SENIOR PERSONNEL, NCO

Daniel F. Balderose 562-0863

1. The office of Human Resources would like to recognize and congratulate AGR soldiers who have completed total Active Federal Service as indicated below:

25 YRS AFS

MSG Richard Lamberson	Aug 02	119 th Spt Bn (CORPS)
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20 YRS AFS

COL Frank Carlini	Jul 02	HQ STARC
LTC Edward Benish	Jul 02	HQ STARC
SSG James Harrison	Aug 02	3-112 th FA
CW3 Guy Remig	Aug 02	57 th Trp Cmd
SFC Ray Aguila	Sep 02	50 th Fin BN

15 YRS AFS

SFC Mercedes Cappellan	Jul 02	HQ STARC
COL Kenneth Hislop	Jul 02	HQ STARC
MAJ Robert Schofield	Jul 02	HQ STARC
SGT Kathy Martin	Sep 02	HQ STARC
SFC Edward Armstrong	Sep 02	250 th Sig Bn
SFC Jeffrey Pels	Sep 02	2-102d Ar

10 YRS AFS

SSG Thomas Dwyer	Jul 02	Det 4 HQ STARC
Sgt Alvin Sylvester	Aug 02	HQ STARC

5 YRS AFS

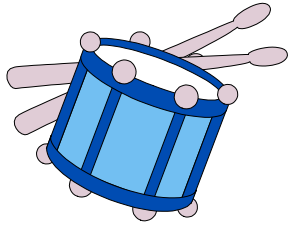
CPT Jemel Beale	Jul 02	HQ STARC
SFC Donald Altieri	Jul 02	T3BL
CW2 Stephan Glowzenski	Jul 02	B 1-126 th Avn
SSG Scott Zarro	Aug 02	250 th Sig Bn
SFC Gerald O'Rourke	Aug 02	Dst 4 HQ STARC

2. As a reminder Retirement Seminars are held on a quarterly basis at Ft. Monmouth. These seminars are very informative and are essential in proper retirement planning.

3. This office notifies AGR soldiers on a quarterly basis when they complete 18 Yrs of AFS and the retirement seminar schedule for that particular quarter.

4. Anyone with more than 18 Yrs of AFS who has not attended one of these seminars and who is interested in attending one should contact MSG Daniel Balderose at 609-562-0863.





PERSONNEL CLASSIFICATION ASSISTANT

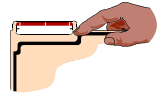
*SSgt Barbara Alcott
(609) 562-0870*

WELCOME & GOOD LUCK

The Classification section has recently changed our personnel. First, please welcome our newest Position Classification Specialist, CPT Paul Rumberger. Effective 21 October 02, CPT Rumberger will begin his new assignment. CPT Rumberger has been with the NJ Guard since August 1997. Currently, his military assignment is 2nd of the 113th Infantry as the S4, Battalion Logistics Officer. Prior to joining the HRO office, CPT Rumberger was an Asset Manager for Lucent Technologies in Whippany, NJ. Welcome aboard CPT Rumberger!

Next, SSgt Barbara Alcott returned to Classification as the Personnel Assistant. SSgt Alcott spent the last few years employed as a Hiring Leader for American Express in Phoenix, AZ. SSgt Alcott military assignment is HQ NJANG, as Personnel Technician. Her previous NJ Guard assignments included both Air National Guard and Army National Guard. Welcome back SSgt Alcott!

Finally, we bid farewell to MAJ Protesto. He recently accepted the International Partnership Specialist position with the Joint Operations Center. MAJ Protesto will be working with the Partnership for Peace mission. Best of luck to you MAJ Protesto!



WHAT'S NEXT? AFTER THE DESK AUDIT

Ok, a representative from HRO – Classification came out & spent some time learning about what you do. We may have climbed on the aircraft; looked under a car hood; listened to what programs you're responsible for; watched you discuss issues with your customers; asked about the regulations/guidelines you use and have even talked to your supervisor. You saw us feverishly write notes while we asked many questions. So, what's next? First, Classification will review our notes. At times we write too quickly and we need to decipher our own handwriting! Next we will compare what we have learned from the audit against Classification reference materials such as position descriptions, position classification job standards, Supervisor or Leader Grading Guide. We use these references and other like references to determine the proper occupational series, title and grade.

After the review analysis is complete, an Evaluation Statement is written. The Evaluation Statement provides justification for the Classification's decision. It's the "why" a particular grade or position description was selected. Several outcomes can occur from an audit:

1. The position can be upgraded.
2. The position grade and position description number may remain the same.
3. The position may be changed to another position description number but remain at the same grade.
4. The position may be downgraded.

As you can imagine, performing a desk audit is a lengthy process, and this is just after we have spent time with the employee. We do research and other preparatory work before we conduct the audit. We understand that you are anxious for an answer and we are eager to complete the audit as well. By taking these steps, Classification ensures our organizations' positions are properly classified using sound judgement.

If the Classification staff can assist you in any way, call CPT Rumberger at DSN 944-0873 or (609) 562 0873 or SSgt Alcott at DSN 944-0870 or (609) 562 0870.



NOTES FROM THE SUPERVISORY PERSONNEL MANAGEMENT SPECIALIST

*MAJ Daniel Mahon,
(609) 562-0853*

There is a new sheriff in town and his name is MAJ Dan Mahon. With that said let me advise everyone that as a member of the Human Resource staff I intend on providing the best service to the Full Time Support Force (FTSF) as possible. This can only be accomplished with help from the supported personnel. Our pot of money is NOT over flowing, nor will it ever be, so we need to communicate our needs, requirements and wishes as soon as they are known. All actions will be fair and equitable across the force. We want to hear your ideas, because, you may have a better way of accomplishing a task or mission requirement. When you have a problem, work it, through your chain of command for resolution. That doesn't mean you can't call us for advice or counseling. The FTSF has lost a valuable member with the retirement of LTC Mark Tucci. LTC Tucci had a long and fruitful career with tours of duty in training and administration at Battalion, Brigade and STARC levels since joining the NJARNG after serving time on Active Duty, which included a tour in Vietnam. We here in HRO wish LTC Tucci the best in his re-



irement.

EMPLOYEE DEVELOPMENT SPECIALIST

*LT Devon Hanson
(609) 562-0874*

We have started the new Fiscal Year in a Continuing Resolution Authority. I am looking forward to another strong training year. Not everyone did the annual technician/AGR training survey that was sent out; therefore, some people might not be able to attend training. The survey is important to complete because it gives me justification in the amount of money that I request. It also allows me to set aside money for those individuals who have completed the survey.

There are some people who feel training is just a way for an individual to get out of work or go to a nice place. That is not the case at all. Training can help solve performance problems, provide a more efficient and effective way to accomplish the mission, and provide a network of individuals who do the same thing you are doing. An agency that takes training lightly is an agency that will have problems and be behind the cutting edge of technology and information. So let's equip our soldiers and airmen with the right tools, let's get them trained.

Some on-site upcoming courses for this year are:

Basic Supervisor Course
(Employee Develop. Cont.)

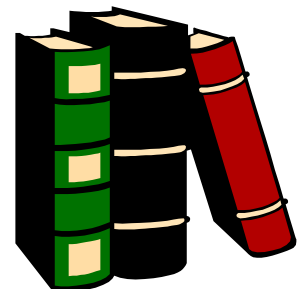
Retirement Seminar
EEO for Managers

Please feel free to e-mail or call me for any training request or questions you may have. Some training to keep in mind for your people as a whole are **Stress Management, How to Deal With Difficult People, Professionalism in the Workplace, and Violence in the Workplace.**

Just a reminder:

1. When requesting training please submit information on the training course you are applying for along with the DD Form 1556.
2. A supervisor must sign the DD FORM 1556.
3. Copy three and nine of the evaluation sheet must be completed by trainee within two weeks of course termination, the trainee's supervisor will complete the supervisor's portion within three weeks and returned to HRO/EDS.
4. Certificate of Training should be submitted to HRO/EDS.
5. All 108th ARW personnel requesting orders for a training course must send a copy of the request to the HRO/EDS along with the DD Form 1556.
6. If orders were provided to you for a TDY and that TDY was canceled please call me and tell me that, otherwise the money stays reserved and can't be used.

If you have any questions or are unsure of training issues please give me a call, 1LT Hanson, at 609-562-0874, DSN 944-0874.





HEALTH SERVICES

SSG Josephine Grey, NCOIC, 562-0865
SGT Michelle Rizzo, NCO, 562-0880
SrA Jacquelyn Bertrand, Health Services Spec. 562-0858



SUBJECT: Retaining Reserve Component (RC) Members on Active Duty Medical Extensions (ADME)

1. References.

- a. Title 10 USC 1074 (a)
 - b. Memorandum, DAPE-PRO, 11 July 200, subject: Retaining Reserve Component (RC) Members on Active Duty Medical Extension (ADME).
 - c. All Sates (Log Number I01-0059) Fit for Duty Evaluations for Soldiers Receiving Incapacitation or Active Duty Medical Extension (ADME) Pay, dated 30 April 2001.
 - d. Procedural Guidance for Reserve Component (RC) Soldiers on Active Duty Medical Extension (ADME).
2. Purpose. To provide interim ADME procedural guidance for full-time National Guard Duty Special Work (FTNGDSW) personnel in support of Airport Security Missions.
3. Applicability. This policy applies to soldiers on FTNGDSW (32USC, 5029F)) in support of Airport Security Missions for OPERATION NOBLE EAGLE.
4. States/Territories are responsible for the management, counseling, and orders requests for soldiers who are entitled to and who elect ADME. Determination of ADME entitlements must be made by 15 Nov 2002 and/or prior to soldiers' release from the airport security mission for election of the ADME option. States will implement the following procedure to ensure that the military health care process is correctly accomplished and that soldiers are afforded the ADME option when appropriate. States will:

- a. Determine a health care team consisting of a health care practitioner (medical corps officer, physicians' assistant, or nurse practitioner), and at least one of the following:

- State Health Services Specialist
- AGR Medical Manager
- Deputy State Surgeon

- (1) The health care team will conduct a post mob assessment of each soldier, utilizing the DD Form 2769, and ensure completion of any necessary line of duty (LOD) documentation, using DA Form 2173.

- (2) The health care practitioner will determine the need for medical referrals based on the results of the DD Form 2769 review.

- (3) Based on the results of a soldier's referred medical appointment, the health care practitioner

(Health Services cont.)

beyond the date that the soldier's FTNGDSW orders will expire. (This is the breakpoint for ADME entitlements.)

(4) If determination is made that the soldier will require medical treatment or evaluation for more than 30 days after his/her orders expire; the health care team will counsel the soldier on the military health care options of ADME and incapacitation (INCAP) pay.

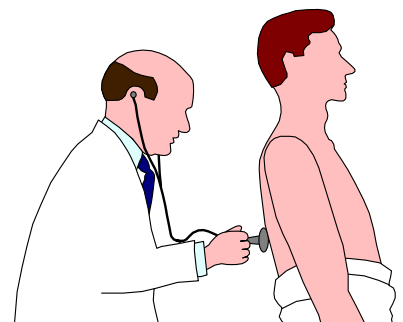
b. Ensure that soldiers are not placed on ADME orders before their FTNGDSW airport security mission orders expire. The ADME period of duty will run consecutively after the end date of the airport security mission orders.

c. Contact the NGB INCAP specialist (IS), via NGB-ARP, as necessary with inquiries pertaining to ADME or INCAP pay. The NGB is Mr. Jim Jones, DSN: 327-9145; Comm (703) 607-9145. E-mail: jonesji@ngb.army.mil.

5. States/Territories must prepare DD Forms 214 for all soldiers serving in excess of 90 days on FTNGDSM and/or ADME tours. Soldiers serving less than 90 days on either of these two tours will receive DD forms 220.

6. This guidance does not replace or contradict existing requirements found in the Procedural Guidance for Reserve Component (RC) Soldiers on Active Duty Medical Extension ADME) found at: <http://www.odcsper.armymil/Directorates/pr/pro/adme/ADMEGuidance.doc>

7. This memorandum remains in effect until rescinded or superseded. Point of contact is LTC Ross De Blois, Chief, Human Resources Policy and Programs Division at DSN 327-5904 or (703) 607-5904



(Health Services cont.)

ADME INSTRUCTIONS
(Active Duty Medical Instructions)

CONDITIONS OF LAW

- * Physician's Statement that treatment is required for more than 30 days of treatment.
- * Occurred in Line of Duty (LOD)
- * Soldier consents to remain on AD
- * Soldier remains on AD until resolution of their medical condition and/or completion of Physical Disability Processing

ADME CONCEPT

ATTACH TO Military Medical Treatment Facility (MTF) closest to the Reservists Home of Record (Where appropriate care can be provided)

DUTY AT Unit (AC or RC) closest to Treating MTF/Care Provider and home

UCMJ Authority is the MTF – The soldier's place of duty is not always an MTF.

ADME CHECKLIST

(for unit to submit)

1. Line of Duty (Completed with ALL Signatures)

NJDMAVA Form 27 MUST be faxed to HSS within 24 hours of incident and what status the soldier is in. We need to know if soldier requires follow-up care or not.

DA 2173 MUST be complete with a detailed description of soldier's injury. It must be clear to NGB what exactly happened to the soldier to justify an ADME request. It is important for the unit to fill this form out COMPLETELY!

Sworn Statement (DD 2823) must be detailed as well and soldier must sign at the end.

ALL MEDICAL documents from the participating hospital or ER soldier went to. (Discharge Instructions to the soldier does not constitute medical documents.) We must see the physician's notes when the soldier was seen that day.

COPY OF ORDERS must correspond with date of injury

Military Medical Support Form (copy is also available in DPCS-HSS folder on the Ft. Dix server)

2. 4187 (HSS does)

3. 2 Page ADME request

4. Physician's Certification

** This MUST have the Physician's signature and a DETAILED prognosis of the soldier's condition.

ONCE HSS RECIEVES THESE FORMS COMPLETE, THEY WILL BE FOWARDED TO NGB FOR COMPLETION OF ADME ORDERS.

(Health Services cont.)

UNIT HEADING

DATE

MEMORANDUM FOR New Jersey Department of Military & Veterans' Affairs, New Jersey Army National Guard, ATTN: DPCS-HSS, 3650 Saylor's Pond Road, Fort Dix, NJ 08640-7600

SUBJECT: Physician's Certification of Incapacitation Pay

Re: _____
(Name) (SSN)

NOTE TO ATTENDING PHYSICIAN: Please complete Section 2 of this statement to determine if the soldier is incapacitated to the extent that he / she cannot perform his / her normal military duties. To assist you in making that determination, the soldier's normal military duties are outlined below:

*****SECTION I *****

(To be completed by Unit Commander prior to submission to Physician)

Normal Military Duties for the above named soldier are:

*****SECTION 2 *****

(To be completed by the Attending Physician)

On _____, I examined and found that _____
(Date) (Rank) (Name)

(was / was not) disabled / incapacitated from the performance of his / her normal military duties during the
period _____ to _____ due to
(Date) (Date)

Type of medical treatment furnished and prognosis is

(Diagnosis)

(Health Services cont.)

SUBJECT: Physician's Certification of Incapacitation Pay

Please complete one of the following, as applicable:

a. Estimated duration of incapacitation: _____

b. Soldier is fit for normal military duty on _____

(Physician Signature)

(Physician's Name)

(Address)

(Health Services cont.)

HEADQUARTERS 50th BRIGADE 42D INFANTRY DIVISION
Building 3650
Fort Dix, New Jersey 08640

TFVH

Date:

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: REQUEST FOR ACTIVE DUTY MEDICAL EXTENSION (ADME) STATUS

1. I, _____ REQUEST AN EXTENSION ON ACTIVE DUTY (AD) TO RECEIVE MEDICAL TREATMENT FOR INJURY (S), ILLNESS (ES), OR DISEASE (S) INCURRED WHILE ON AD. _____ (Soldiers Initials)

2. I UNDERSTAND THAT I WILL BE ATTACHED TO THE CLOSEST MILITARY TREATMENT FACILITY TO MY HOME AND MAY BE PROVIDED THE OPPURTUNITY TO PERFORM "DUTY AT" A UNIT (ACTIVE COMPONENT OR RESERVE COMPONENT) NEAR MY HOME. THIS IS CONTINGENT ON THE MEDICAL TREATMENT REGUIRED AND AVAILABILITY OF MEEICAL RESOURCES IN THAT AREA. _____ (Soldiers Initials)

(1) WHILE ON AD, I AM SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE AND APPLICABLE LAWS AND REGULATION THAT GOVERN MY DUTIES, ACTIONS, CONDUCT, PERFORMANCE, RESPONSIBILITIES, AND OBLIGATIONS. _____ (Soldiers Initials)

(2) THE FOLLOWING ARE MY RESPONSIBILITIES, AS I UNDERSTAND THEM: _____ (Soldiers Initials)

A. I WILL REPORT FOR DUTY ON THE DATE AND TIME SPECIFIED ON MY ORDERS. MY DUTY STATION WILL BE THE UNIT DESIGNATED BY MY ORDERS.

B. I WILL ENSURE THAT I CLEARLY UNDERSTAND MY CHAIN OF COMMAND AT MY NEW DUTY STATION. I WILL KEEP MY CHAIN OF COMMAND INFORMED OF ALL MEDICAL APPOINTMENTS. MEDICAL APPOINTMENTS ARE MY DESIGNATED PLACE OF DUTY ON THE SPECIFIED DATE AND TIME.

C. I WILL ATTEND ALL MEDICAL APPOINTMENTS UNLESS THEY ARE CLEARLY BEYOND MY CONTROL AND THE APPROPRIATE AUTHORITY HAS APPROVED THE CHANGES. FAILURE TO MEET APPOINTMENTS AS REQUIRED MAY RESULT IN (REFRAD) MEDICAL BENEFITS. THE REFRAD WILL BE IN ACCORDANCE WITH ARMY REGULATION 600-8-101, PERSONNEL PROCESSING (IN-AND-OUT) AND MOBILIZATION PROCESSING

3. I UNDERSTAND LEAVE IS ACCURED WHILE IN AN ADME STATUS. _____ (Soldiers Initials)

4. ACTIVE DUTY DAYS WILL REVERT TO RETIREMENT POINTS UPON REFRAD. _____ (Soldiers Initials)

5. I UNDERSTAND I COMPETE FOR PROMOTION ON THE RESERVE ACTIVE STATUS LIST FOR NOT MORE THAN 3 YEARS OR FROM THE DATE ORDERED TO AD. _____ (Soldiers Initials)

6. I UNDERSTAND UPON COMPLETION OF MY TREATMENT/BOARD ACTION, I WILL BE REFRAD/DISCHARGED. _____ (Soldiers Initials)

(Health Services cont.)

7. I UNDERSTAND THAT WHEN ON AD UNDER ADME STATUS, I AM NOT ENTITLED TO PERMANENT CHANGE OF STATION ENTITLEMENTS. _____ (Soldiers Initials)
8. I UNDERSTAND THAT I WILL NOT RECEIVE PER DIEM WHILE PERFORMING DUTY AT THE ABOVE DESIGNATED UNIT. _____ (Soldiers Initials)
9. I UNDERSTAND THAT I WILL RECEIVE BAQ/BAS/VHA ENTITLEMENTS. _____ (Soldiers Initials)
10. I UNDERSTAND THAT A COPY OF THIS LETTER WILL BE PLACED IN MY OFFICIAL FILE AND FOWARDED TO MY GAINING COMMAND. _____ (Soldiers Initials)
11. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS LETTER. _____ (Soldiers Initials)

(SOLDIER'S SIGNATURE/RANK)

(DATE)

(SIGNATURE/RANK OF INDIVIDUAL PROVIDING COUNSELING)

(PRINTED NAME/RANK OF INDIVIDUAL PROVIDING COUNSELING)

DATE: _____ PHONE _____

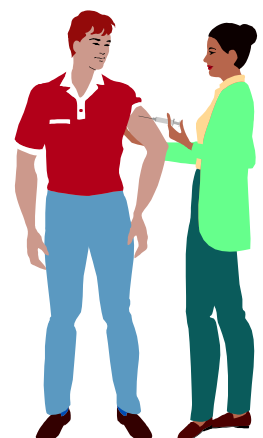
(Health Services cont.)

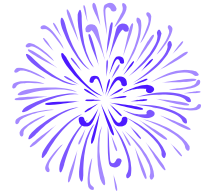
SUBJECT: NJARNG Medical Examination Facility TY-02 Schedule

1. Request that appointments be made for all Physical Examinations.
2. The following dates have been selected in order to facilitates physical exam requirements for all NJARNG Units:

Month/Year	Date
Nov 02	02-03
Dec 02	07-08
Jan 03	11-12

3. POC is LTC Debra E. Burr at (732) 974-5910.





EMPLOYEE RELATIONS

Useful web sites for information relative to employee benefits: www.opm.gov, www.tsp.gov, and www.fedweek.com. The employee relation's section is always available to assist with any questions relative to your federal benefits.

Employee Relations Specialist – SMSgt Kathy L. Christian (609) 562-0881

Conduct Management
Leave Administration
Federal Benefits – TSP, FEHB, FEGLI, and NGAUS

Personnel Asst. - PFC Elizabeth Obuobisa (609) 562-0864

Retirements
OWCP
Federal Benefits – TSP, FEHB, FEGLI, and NGAUS

Personnel Asst. - SPC Vanessa Platt (609) 562-0867

Incentive Awards
Appraisals
WIGIs
Military Deposits
Federal Benefits – TSP, FEHB, FEGLI, and NGUAS

Personnel Clerk – PFC Tawasha Vann (609) 562-0866
Personnel Clerk – SPC Nicole Latham (609) 562-0887

Federal Benefits - TSP, FEHB, FEGLI, and NGUAS
Updates all Personnel Actions

Welcome to the HRO PFC Vann and SPC Latham!!

